



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 22, 2015

Trisha Steffen
227 Main St.
Charter Oak, IA 51439

Dear Child Care Provider,

This letter is in regards to the April 16, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *The provider had medications in the bathroom cupboard along with a bottle of Captin Morgan's. DHS field staff inquired into the alcohol placement in the bathroom and provider reported she had a bad tooth and used it during that time. DHS field staff requested the Captin Morgan's be put away and that the medications be locked. Provider agreed to correct.*

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. *Provider has emergency/disaster plans but these need to be placed closer/next to the primary and secondary exits of the home.*

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *The provider had no written record of these. She reported they had been doing some but she has not documented. Field staff reviewed policy and encouraged provider to put up the form on the inside of a kitchen cupboard to aid in remembering to log monthly drills.*

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations. *The provider had no written record of these. She reported they had been doing some but she has not documented. Field staff reviewed policy and encouraged provider to put up the form on the inside of a kitchen cupboard to aid in remembering to log monthly drills.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *The provider has a sign by the back door but it does not have the phone number or web site on it. There is no sign on the front door. Provider was referred to local CCRR representative to obtain information for updated signs.*

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. *The provider had a policy but did not include all the necessary information. See below for required*

information in the health related emergencies. DHS field staff also referred provider to local CCRR representative for additional information to include.

You should have a written policy outlining the procedures and actions you will take in the event of a health-related emergency. The policy should address the following:

- ◆ First aid measures
- ◆ Contacting emergency medical services
- ◆ Transporting of an ill or injured child
- ◆ Contacting parents
- ◆ Care for the other children in your care during the emergency

COMMENTS: Assistance with developing policies is available from your child care health consultant at your child care resource and referral agency.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *One of the household members was missing physical. Provider was referred to CCRR to obtain new provider physical form which is good for 3 years.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *The provider has 9 children enrolled and there were 2 children present during compliance check. One child was missing all information in the file. He has a sibling that attends and the mother appears to have forgotten to complete his paperwork and turn into provider.*

All forms in children's files need to be updated yearly.

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. *1 of 9 children was missing this form in file.*

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. *1 of 9 children was missing this form in file.*

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. *1 of 9 children was missing this form in file.*

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *1 of 9 children was missing this form in file.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *2 of the 9 children was missing this form in the file.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *4 of the 9 children was missing this form in the file.*

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. *1 of 9 children was missing this form in file.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *1 of 9 children was missing this form in file.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B" *The provider was in compliance during this check. This is for informational purposes only.*

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the**

necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 15, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).